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Request for Expression of Interest (EOI)

Subject: Provision of Travel Management Services to UNMIL

Starting Date of EOI: 27 June 2008

Closing Date for Receipt of EOI at UNMIL: 25 July 2008

Reference No.: EOIUNMIL3955

Please address EOI to the attention of: Mr. Atwi Andraos

E-mail Address: procurement-unmil@un.org or andraos@un.org

Fax No: + 1 917 367 5879 / + 1 212 963 9924

Description of Requirement:

1. The United Nations Mission in Liberia is seeking EOI from qualified firms/organizations that are interested to undertake the **Provision of Travel Management Services**. The Travel management shall be fully integrated from reservations through to ticket delivery, including computerized reservations Systems to ensure the most efficient routings for official travels of UNMIL personnel. UNMIL routings commence or end at Monrovia or Accra. Routings from Monrovia are purchased directly by UNMIL from airline offices; therefore the requirement is for fully licensed and experienced operator in Accra.
2. A Request for Proposal (RFP) will be sent to firms that UNMIL considers qualified companies.
3. Companies interested to be considered for short-listing for receipt of the UNMIL RFP are requested to submit a written expression of interest to the above referenced email address or fax number, no later than 25 July 2008.
4. The expression of interest should provide information concerning the company profile, the vendor registration number (if already registered with the UN), the EOI reference number, and copies of the relevant license(s). The EOI should contains sufficient information for UNMIL to determine whether the firm is already established and experienced in the Travel management Business.
5. Only prospective vendors whose responses are deemed qualified upon completion of an objective evaluation of their vendor application, may receive the final solicitation documents.

Please note that this Request for Expression of Interest (EOI) is issued subject to the conditions contained in the EOI introductory page on this website.